

Town of Brookfield Inland Wetlands Application Information

An Inland Wetlands Application must be completed for proposed work if there are wetlands on or near the site.

“Regulated Activity” means any operation within or use of a wetland or watercourse involving removal or deposition of materials, or any obstruction, construction, alteration or pollution, of the wetlands or watercourses, but shall not include the activities specified in Section 220-5 of these regulations. Furthermore, any operation that may disturb the natural and indigenous character of a wetlands or watercourse and any earth moving, filling, construction, or clear-cutting of trees within two hundred feet (200') of the mean waterline of Candlewood Lake, the Still River, or Lake Lillinonah, within one hundred feet (100') of such waterline of any other watercourse or within seventy-five feet (75') of any wetlands is a regulated activity. Furthermore, any clearing, grubbing, filling, grading, paving, excavating, construction, depositing or removal of material and discharging of storm water in the following areas is a regulated activity:

- (1) on land within seventy-five feet (75') measured horizontally from the boundary of any wetland or one hundred feet (100') of any watercourse, provided
- (2) if the slope of such land exceeds 5%, within the distance measured horizontally from the boundary of the wetland or watercourse equal to seventy-five (75') feet for a wetland and one hundred (100') feet for a watercourse plus an additional 5 feet for each 1% increase in slope greater than 5%, but not more than two hundred (200') feet;

The Commission may rule that any other activity located within such upland review area or in any other non-wetland or non-watercourse area is likely to impact or affect wetlands or watercourses is a regulated activity.

There are 4 types of Wetlands Applications:

Jurisdictional Ruling - Applicants proposing to carry out permitted and non-regulated uses of wetlands and watercourses as described in Section 220-5 must seek a jurisdictional ruling from the commission. ¹

Short Form - Proposed regulated activity to take place in the upland, but there will be greater than a minimal effect on wetlands, no deposition or removal of fill, no change in drainage, and no effect on adjoining municipalities.

Long Form - Proposed regulated activity to take place in the wetlands or watercourse, or proposed regulated activity to take place in the upland review area with potential to effect wetlands, including activities involving deposition or removal of fill, change in drainage, or an effect on an adjoining municipality.

Modifications to existing permits – Requests for significant modifications of existing permits must be applied for even if no additional disturbance is proposed. The Inland Wetlands Commission and/or its agent will determine if the modification is significant, or if the modification can be approved by the agent as a field change.

¹ Permitted uses include grazing, farming, nurseries, gardening and harvesting of crops, creation of farm ponds of 3 acres or less essential to the farming operation, a residential home for which a building permit has been issued prior to July 1, 1987 or in on an approved subdivision lot, a boat anchorage or mooring, uses incidental to the enjoyment or maintenance of residential property including the maintenance of existing structures and landscaping, but shall not include removal or deposition of substantial amounts of material from the wetland or watercourse. Non-regulated uses include conservation of soil, vegetation, water, fish, shellfish, and wildlife, and outdoor recreation.

All applications require the following:

- The original and 12 copies of the completed application form.
- The original and 12 copies of a site plan and other information noted on the site plan checklist sheet
- One copy of the completed "Statewide Inland Wetland Activity Reporting Form"
- Application fee

Note: When the Inland Wetlands Commission has a duly appointed agent, short form applications require only two copies of the application and site plan.

Wetlands Commission meetings are generally held on the 2nd and 4th Mondays of each month. An annual schedule is available in the Land Use Office. In order to expedite your application, please be sure to complete the entire application and DEP reporting form. **Please submit completed applications, the required copies, supporting documents and fees to the Land Use Office at least 1 week prior to the meeting.**

Note: per State Statute, the Inland Wetlands Commission cannot render a decision on an application until 14 days following the meeting at which the application was received.

If you have any questions about the Wetlands Permitting process, please ask the Land Use Office staff.

rev 4/04, 12/08, 04/09, 1/11

SITE PLAN CHECKLIST

Site Plans for ALL Inland Wetland Applications must include:

- ☐ Title of project
- ☐ Map scale
- ☐ True north arrow
- ☐ Date of map/plan and/or revision dates
- ☐ Name of property owner & applicant
- ☐ Adjacent property owner's names and addresses (on site plan or attach list)
- ☐ Property boundaries & survey map reference
- ☐ Location of all existing significant physical features including all structures and drainage structures
- ☐ Proposed grading, filling, excavation, structures, drainage structures, roads or other proposed work
- ☐ Wetlands and watercourse boundaries
- ☐ Proposed erosion and sediment controls

Site Plans for Long Form Inland Wetland Applications must also include:

- ☐ Location map drawn to scale
- ☐ Existing and proposed contours (2-foot intervals), spot elevations, first floor elevations
- ☐ Surveyed wetland delineation(s) and watercourse location(s)
- ☐ Location of proposed utilities through wetlands or watercourses
- ☐ Site disturbance limit lines
- ☐ Proposed septic system location(s)
- ☐ Deep test holes & percolation test locations and results
- ☐ FEMA flood elevations & floodway location
- ☐ Seal & signature of engineer/surveyor and signature of soil scientist

These ADDITIONAL items are REQUIRED for LONG FORM APPLICATIONS:

- ☐ Soil Scientist's report including sketch
- ☐ Description of ecological community functions and values, and effects of proposed regulated activities
- ☐ Description of feasible and prudent alternatives to proposed work that would cause less or no impact
- ☐ Management practices and proposed measures to mitigate impact to wetlands and watercourses
- ☐ Pre- & Post-development drainage calculations
(include Natural Drainage Basins in CT Watershed Map)
- ☐ Pre- & Post- development drainage area study map
- ☐ Details of stormwater detention system, if proposed
- ☐ Proposed construction sequence
- ☐ Source of horizontal & vertical controls (prefer NGVD 1983 base as used by FEMA)

APPLICATION # _____

**TOWN OF BROOKFIELD
INLAND WETLANDS COMMISSION APPLICATION**

Application date: _____ Property ID#: _____

(circle one): Jurisdictional Ruling Short Form Long Form Modification to Existing Permit

SITE LOCATION (All applications):

Street Address: _____
Subdivision Name: (if applicable) _____ Subdivision Lot #: _____

APPLICANT/AGENT (All Applications)

Name: _____
Home Address: _____
Business Address: _____
Contact: _____
Phone: _____

LAND OWNER OF RECORD (All applications)

Name: _____
If LLC or Corporation, managing member's name: _____
Address: _____
Phone #: _____
Alternate Phone #: _____

If applicant is an LLC or Corporation,

Managing member name: _____
Address: _____
Phone #: _____

If owner is not applicant, is written consent provided? Yes _____ No _____ (If not, see page 2 for signature line)

Type of Activity (check all that apply): New Construction ☐ Addition ☐ Deck/shed ☐ Pool
Residential ☐ Commercial ☐ Industrial ☐ Other _____

PURPOSE & DESCRIPTION OF PROPOSED ACTIVITY (All applications):

Previous Applications with Wetlands Commission for this property? ☐ no ☐ yes (dates) _____

SITE DATA (for Short and Long Form applications only):

Total Acreage/square footage of property: _____
Disturbed wetland area: _____ Total wetland area on property: _____
Disturbed linear feet of watercourse(s): _____ Total linear feet of watercourse(s): _____
Disturbed upland review area: _____

Is slope of upland review area greater than 5%? _____
If so, what is the greatest slope of the upland review area adjacent to the regulated area? _____
Flood Plain Designation: _____

Required information (provided in writing, on drawings or on maps):

- List of adjacent property owner's names and addresses (may be shown on site map)
- Site plan showing existing conditions and proposed work (see site plan checklist)
- Erosion and sediment controls proposed? _____
- Management practices or mitigation measures proposed? _____
- What alternatives causing less or no environmental impact were considered? _____
- Are there site plans showing these alternatives? Yes _____ No _____
- Mapping of soil types and wetland vegetation shown? Yes _____ No _____
- Identification of designated open space, if proposed? Yes _____ No _____
- Check whether any of the following circumstances applies:
 - ☐ Any portion of the property affected by the decision of the Commission is located within five hundred (500) feet of the boundary of an adjoining municipality.
 - ☐ Any portion of the traffic to the completed project on the site will use streets within the adjoining municipality to enter or exit the site.
 - ☐ Any portion of the sewer or water drainage from the project site will flow through and significantly impact the sewage system within the adjoining municipality.
 - ☐ Water run-off from the improved site will impact streets or other municipal or private property within the adjoining municipality.

APPLICANT SIGNATURE & REPRESENTATION: I apply herewith for an Inland Wetlands Permit or Jurisdictional Ruling for the activity described above and represent that I am familiar with the information provided and that it is current, accurate and complete.

I understand that the agent or commission will rely in whole or in part on information provided by the applicant. If such information subsequently proves to be false, deceptive, incomplete or inaccurate, the agent or commission may modify, suspend or revoke the permit.

Permission is hereby granted to the Inland Wetlands Commission members or its agent to inspect the property during reasonable hours, from this date until one year following completion of the proposed activity.

Applicant's Signature: _____ **Date:** _____

I hereby consent to the application for an Inland Wetlands permit on my property by the applicant listed above.

Owner's Signature: _____ **Date:** _____



TOWN OF BROOKFIELD
INLAND-WETLANDS FEE SCHEDULE
ORDINANCE
Effective October 4, 2010

APPLICATION FEES	JURISDICTIONAL RULING	SHORT FORM	LONG FORM
Single Residence	\$60.00	\$150.00	\$300.00
Agent Approval (minimal impact)		\$ 60.00	
Residential Subdivision -			
Per Lot:	\$60.00	\$150.00	\$300.00
Pools, Tennis Courts, Septic, etc.	\$60.00	\$150.00	\$300.00
Condominium/Multi Family -			
Per Unit:	\$25.00	\$90.00	\$150.00
Commercial/Industrial:			
a. Individual Site:	\$120.00		
First Wetlands ½ acre on site		\$540.00	\$1040.00
Each add'l wetlands ½ acre on site		\$240.00	\$ 480.00
b. Subdivision Fee (+ a above):	\$60.00	\$150.00	\$ 300.00
Watercourse Crossing (per crossing)			\$ 240.00

ADMINISTRATIVE FEES

State Fee (all applications)	\$ 60.00
Legal Notice Fee (short & long form applications)	\$ 30.00
Public Hearing Fee (if public hearing scheduled)	\$660.00 payable prior to start of hearing
Permit Extension	\$50.00
Resubmission Fee (if application is denied)	50% of Original Fee
Revision Fee	50% of Original Fee

ENFORCEMENT FEES

Show Cause Hearing:	
Residential	\$250.00
Commercial	\$500.00
Corrective Action Permits (as a result of a Cease and Correct order that is upheld, when a restoration permit is required).	2 times fee + \$100.00

The Commission may charge additional fees at any time during the review process, to retain outside consultants to review applications for regulated activities, and to monitor construction to insure compliance with approved plans. Said fees shall be determined by the Commission and/or the Wetland Enforcement Officer from written estimates prepared by the consultants on the basis of the anticipated cost of the review. The additional fees shall pertain to projects whose size, complexity and/or potential impact requires specialized assistance and expertise. The Commission may require that the applicant deposit an amount equal to 150% of the estimated consultant fees. The applicant shall be reimbursed for any unused funds.